

Appendix K

HAZARD MITIGATION GRANT PROGRAM

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PURPOSE

This appendix establishes the procedures for administration of the Hazard Mitigation Grant Program (HMGP) and for project management of the mitigation measures to be funded under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (the Act) as amended. It also establishes an independent grant program for hazard mitigation and is closely tied to the post-disaster hazard mitigation plan required by Section 409 of the Act as a condition of assistance. The Section 409 Plan is a critical component in the identification of mitigation measures and recommendations that could benefit from the grant program.

ORGANIZATION

- A. The Governor appoints a Governor's Authorized Representative who then employs a State Hazard Mitigation Officer (SHMO). The SHMO coordinates with the State Hazard Mitigation Committee to manage the Hazard Mitigation Grant Program (HMGP).
- B. The following state agencies will designate representatives on the State Hazard Mitigation Committee and participate in the State Hazard Mitigation Program. Other state agencies may be requested to provide a representative to the State Hazard Mitigation Committee should the risk assessment or a disaster impact on their area of responsibility.
 - 1. Department of Environmental Quality.
 - 2. Department of Agriculture and Consumer Services.
 - 3. Department of Transportation.
 - 4. Department of Health.
 - 5. Department of Conservation and Recreation (Floodplain Management Program).
 - 6. Department of Conservation and Recreation (State Parks Division).
 - 7. Department of Forestry.
 - 8. Department of Mines, Minerals and Energy.
 - 9. Department of Housing and Community Development.
 - 10. Department of Historic Resources.
 - 11. State Corporation Commission (Bureau of Insurance).
- C. In addition to the above agencies, the Attorney General's Office will provide a representative to the State Hazard Mitigation Committee to provide legal opinions

and guidance when mitigation recommendations involve the development of local land use ordinances or requires the passage of state legislation.

A. CONCEPT OF OPERATIONS

- A. Prior to a disaster declaration, the State Hazard Mitigation Officer (SHMO) will participate in the disaster declaration process by coordinating the state hazard mitigation part of the federal/state Preliminary Damage Assessment (PDA) process. Other state agency and Virginia Department of Emergency Management (VDEM) reservist personnel will be trained to perform in-the-field PDA duties by the SHMO. (See Appendix 1.)
- B. Following a major disaster declaration by the President authorizing hazard mitigation assistance, a FEMA/State Agreement will outline the 75/25 cost-share provision of the Hazard Mitigation Grant Program. The agreement will further state that the nonfederal share may exceed the federal share and may be a combination of state, local, and private funding.
- C. The State Coordinating Officer (SCO) will submit a Letter of Intent to the Regional Director (RD) indicating that the state intends to access funds under section 404 of the Stafford Act (HMGP). The letter of intent shall be transmitted within 60 days of the declaration. The Letter of Intent may not be required if the disaster declaration request to the President from the Governor includes a request for Hazard Mitigation.
- D. The SHMO, in consultation with the SCO, representatives of other state agencies (see above) and the Deputy Federal Coordinating Officer - Mitigation (DFCOM), will develop a written mitigation strategy that identifies mitigation opportunities and establishes priorities for funding. The strategy document will receive the endorsement of the SCO and the Federal Coordinating Officer (FCO). This document, once endorsed, will be added as an update to the State Hazard Mitigation Plan.
- E. The SHMO will continue administration of the Hazard Mitigation Grant Program after the Disaster Field Office closes. The number and size of projects under development will determine the staffing. Under certain circumstances such that a disaster event exceeds the capabilities of the State to implement any mitigation function, the State may, through FEMA, contract assistance.
- F. Identification and Notification of Potential Applicants
 - 1. Identification
 - a. Eligible applicants anywhere in the State may apply for HMGP grants following a declaration of disaster. Applications are not limited to declared localities, although priority may be given to the declared localities depending on the nature and extent of the disaster.
 - b. Upon declaration of the disaster, the SHMO, in consultation with the DFCOM, will participate in the PDA process for early indications of possible hazard mitigation opportunities. The state/federal Hazard Mitigation staff may conduct hazard mitigation surveys immediately after a disaster is declared. The SHMO and DFCOM will coordinate

with the state and FEMA Infrastructure Officers and the Human Services Officers in the initial assessments. They will also try to obtain a preliminary estimate of available program funds.

- c. Based on the damage surveys and the goals and objectives set forth in the State Hazard Mitigation Plan, the SHMO will create an initial mitigation strategy report. The report will be written within 30 days of the declaration and will outline a strategy to identify and implement mitigation opportunities for the disaster-stricken areas. This initial strategy will aid in determining the final disaster strategy in cases where the disaster requires more time to determine impact and needs.
- d. The SHMO will review and revise, if necessary, the existing State Hazard Mitigation (409) Plan for potential applications of Section 404 funding.
- e. The principle mechanism in identifying potential applications will be multi-agency hazard mitigation survey teams. The mechanism for establishing funding priorities will be the mitigation strategy.
- f. Potential applicants will continue to expand as recovery efforts progress and the Mitigation Strategy for the current disaster is developed.

2. Notification

- a. Based on the particulars of the disaster, a joint FEMA/VDEM press release describing the program may be developed and issued. It will include a point of contact for obtaining additional program details; and may include an announcement of Section 404 briefings to be held in the areas.
- b. The SHMO may also participate in briefings for applicants for the infrastructure program (406) and in training sessions for the inspectors in both the infrastructure (406) and human services program (408) programs. The purpose of these activities is to alert all disaster assistance personnel and potential assistance applicants to be aware of possible mitigation opportunities. This briefing is only to generate awareness of the program, not give a detailed overview.

3. Specific Mitigation Briefing

- a. The SHMO may also conduct specific mitigation briefings for potential applicants (local officials, citizens, or communities). The briefing will include:
 - 1. General overview of mitigation programs including mitigation opportunities under federal Disaster Assistance Sections 406 and 408.
 - 2. Specific information about 404 HMGP including:

- a) Eligibility.
 - b) State mitigation priorities.
 - c) The application process.
 - d) The selection process.
 - e) Project management.
 - f) Technical assistance.
 - g) Nature of funding.
 - h) Key deadlines.
3. During the briefing, potential applicants will be given a “Pre-Application Package” consisting of the following:
- a) HMGP regulations and guidelines, including eligibility criteria, types of projects, key deadlines, and a contract for additional information.
 - b) Pre-application form (HMGP).
 - c) State identified priorities.
 - d) Copy of the Post-Disaster Hazard Mitigation Planning Guidance for State and Local Governments.
 - e) Property Acquisition Handbook for Local Communities (as necessary)
- b. The SHMO, or Community Relations staff at the direction of the SHMO, will notify potential applicants about the mitigation briefing(s) via direct contact and through the public media.

G. Pre-application Procedures

1. Potential applicants will have at least 15 days following the date of the HMGP specific briefing to notify the SHMO of their interest in applying for a grant and designate an individual as the “Subgrantee’s Authorized Representative” to administer the grant program at the local level. The deadline for notification of interest will be set by the SHMO and published at the briefing. The applicants shall submit a completed HMGP Pre-application form as notification. The time limitation may be extended by the SHMO when justified and requested in writing by the applicant.

2. Upon receipt of the above-mentioned forms, the SHMO, in coordination with the State Hazard Mitigation Committee, will perform an eligibility review and notify potential applicants via written correspondence of their eligibility status.
 - a. Those applicants whose pre-applications were deemed eligible will receive a letter of eligibility with the Application Form and other pertinent information enclosed.
 - b. Those applicants whose pre-applications were determined ineligible will be offered technical assistance/advice regarding how to achieve program eligibility.
 1. Technical assistance to potential applicants will be based on need and availability of personnel. If required technical assistance is not resident at the State level, such assistance will be requested from FEMA.
3. Submission dates and response times will be included in all applicant notices, briefings and requests for additional information.

H. Application Procedures

1. The SHMO will have the primary responsibility for ensuring that all applications are properly completed. Each application must contain the following information.
 - a. Name of Subgrantee.
 - b. State or local contact for the project.
 - c. Location of the project.
 - d. Description of the project.
 - e. Estimated cost of the project.
 - f. Analysis of the projects cost effectiveness and substantive risk reduction, consistent with Section 206.434 of Federal 404 Regulations.
 - g. Work schedule and maintenance agreement.
 - h. Justification for selection.
 - i. Alternatives considered.
 - j. Environmental information consistent with SFR 9, Flood Management and Protection of Wetlands, and CFR 10, Environmental Considerations, and comply with Executive Order 12898, Environmental Justice.
 - k. Historic information consistent with local, state, and federal historic preservation guidelines.
 - l. Prioritization plan if necessary.
 - m. Disk including the electronic version of the completed HMGP application form.
 - n. All applicable maps of project locations.
 - o. Assurance of project maintenance.
 - p. Other pertinent information if necessary.
2. The date for submission of the above information shall be established by the SHMO. Applicants will in most cases have 60 days following receipt of the SHMO letter stating their eligibility. The SHMO may give extensions upon written request.

3. Upon receipt of a project application, the SHMO will assign a Project Identification Number (PIN) to each application. The PIN will consist of the FEMA disaster number, the Federal Identification Processing System (FIPS) Code, and a project number. The project numbers will be assigned sequentially as project applicants are received. An example of PIN is: VA 1293-700-041.
4. The SHMO will consult with appropriate state agency representatives on the State Hazard Mitigation Committee to review each application for eligibility in accordance with applicable regulations of the HMGP. The SHMO is responsible for obtaining any additional information necessary to make the determination and for notifying applicants of ineligible projects or proposed project status.
5. In the event that several eligible projects are competing for limited funding, applications submitted to FEMA will be made in accordance with priorities established in the Mitigation Strategy.
6. The SHMO is responsible for preparing a complete application, signed by the GAR, which must include a Standard Form (SF) 424, Applications for Federal Assistance, and SF 424D, Assurances for Construction Programs if appropriate, and a narrative statement to support the package being transmitted to FEMA.
7. The application may be amended by the state to include measures identified subsequent to the initial application. All supplements identifying new mitigation measures to the application must be made within 90 days of FEMA approval of the Section 409 Mitigation Plan and must contain information as noted in H.1. above.
8. The SHMO will establish contact with all the Subgrantee's Authorized Representatives and provide technical assistance and project management overview to the Subgrantee's for the duration of the project. Technical expertise and guidance can be obtained through the SHMO, State Hazard Mitigation Committee, state staff, or the DFCOM.
9. Time limitations on applications may be extended by the RD when justified and requested in writing by the GAR.
10. The SHMO will notify the applicants and the DFCOM of funding requests.

I. Determining Eligibility

1. The following are eligible to apply for the Hazard Mitigation Program Grant:
 - a. A state or local government.
 - b. A private nonprofit organization that provides essential government services.
 - c. An Indian tribe or authorized tribal organization.
2. The SHMO will determine eligibility of the applicant and that minimum program requirements are met by ensuring that each application contains:

- a. A reference to the specific section of the state Hazard Mitigation (Section 409) Plan to which the proposed project relates.
- b. A narrative describing how the project benefits the designated disaster area.
- c. A completed environmental and historic review as required by FEMA.
- d. Information sufficient to determine the extent to which the project will solve the problem it is intended to address and the status of any associated dependent or supporting projects.
 1. A brief history of previous occurrences of the problem the project addresses, including dates and impact of each occurrence, or an analysis of projected potential damages if the hazard is not addressed.
 2. Documentation comparing the proposed project and a listing of influencing factors.
 3. An estimate of the effective life of the project and a listing of influencing factors.
 4. An analysis of any pertinent demographic and physical changes to the area or facility to be protected by the project and description of any future maintenance or modifications the project may involve.
 5. A cost analysis to determine whether the benefits to be gained are at least equal, if not greater than, the cost of the project.

J. Project Selection

1. If it is necessary to select from a range of projects due to funding or other constraints, the SHMO, in consultation with the State Hazard Mitigation Committee using the State Hazard Mitigation Plan, will evaluate and prioritize all eligible applications. This ranking will be in accordance with the mitigation strategy established for the disaster and criteria in 44 CFR Sections 206.434(b) and 206.435(b) and (c) as follows:
 - a. Measures that best fit within an overall plan for development and/or hazard mitigation in the community, disaster area, or state.
 - b. Measures that, if not taken, will have a detrimental impact on the applicant, such as potential loss of life, loss of essential services, damage to critical facilities, or economic hardship on the community.
 - c. Measures that have the greatest potential impact on reducing future disaster losses.

- d. Measures that are designed to accomplish multiple objectives, including damage reduction, environmental enhancement, and economic recovery.
2. The SHMO and State Hazard Mitigation Committee will take into consideration optimizing the total amount of funding available, including overmatching of federal funds with nonfederal funds, when developing this ranking.
3. The SHMO and State Hazard Mitigation Committee will also consider the level of interest and demonstrated degree of commitment of each applicant.

K. Project Management

1. The State, as the grantee, has primary responsibility for project management and accountability of funds as indicated in 44 CFR Part 13 and 206 and for ensuring that all program and administrative requirements are met.
2. The Subgrantee, under the guidance of the State as Grantee, is responsible for the management of the individual project grants in accordance with applicable federal, state, and local regulations.
 - a. The Subgrantee will designate an individual to serve as the “Subgrantee’s Authorized Representative.” This individual will be responsible for administering the individual project grants.
 - b. Procurement of contractors and other goods and services by the Subgrantee for the completion of approved projects will be in accordance with their own standard procurement procedures, provided they are in compliance with applicable federal law and the standards found in the “Common Rule.”
 - c. The Grantee and Subgrantee will retain all “Project” records and documents for a period of three years after the completion of the project.
 - d. Uniform audit requirements as set forth in 44 CFR Part 14 apply to all projects under the Hazard Mitigation Grant program. FEMA may elect to conduct a federal audit on projects funded under this program.
 - e. FEMA, the Comptroller General of the United States, and the Commonwealth of Virginia, or their authorized representatives shall have the right of access to any records relevant to the grant or subgrant for as long as the records are retained.
 - f. Subgrantees will submit progress reports to the SHMO on the status and completion date of their projects in sufficient time to allow the GAR to compile a quarterly progress report for FEMA. These reports will identify any problem areas that may result in noncompliance with

the approved grant conditions to include known or anticipated cost overruns.

3. The GAR will submit a request, with recommendation, to the FEMA Regional Director (RD) for cost overruns exceeding 15 percent of the approved project cost. The RD will approve cost overruns under 15 percent as long as there are offsetting cost underruns on other projects within the same disaster. The RD will notify the GAR in writing the final determination and process a supplement, if necessary. In no case will the total amount obligated to the state in Section 404 Grants exceed the limits of 7.5 percent of the total Federal Grant Assistance (excluding any associated administrative costs) provided under Sections 403, 406, 407, 408, 410, 411, 416, and 701 of the Stafford Act.
4. The GAR shall submit certification to the RD of expenditures for each approved project upon its completion. With this submission, the GAR certifies that the reported costs were incurred in performance of eligible work, that the approved work was completed and that the project was completed in compliance with the provisions of the FEMA-State Agreement.
 - a. The Subgrantee will provide the GAR, through the SHMO, certification of the project completion in accordance with the specifications contained in the approved project application or project supplements.
 - b. The SHMO will perform a final inspection of the individual projects to be performed to insure the completion of the project is in accordance with the specifications contained in the approved project application.

L. Allowable Costs

1. General policies and guidelines for determining allowable costs are established in 44 CFR 13.22 and detailed in OMB Circulars A-21, A-87, and A-122. Cost guidelines not covered in these referenced OMB Circulars are set forth in 44 CFR Part 206, Subpart N, Section 206.439.
2. Allowable administrative expenses for Subgrantee and Grantee costs are covered by an allowance based on a percentage of total net eligible costs under Sections 403, 404, 406, 407, 502, and 503 of the Act. The application percentages may be found under Allowable Costs (Subpart N), Section 206.439(b)(1)(i) and (ii).
3. State management costs for personnel assigned to administer the Hazard Mitigation Grant program in the Disaster Field Office (DFO) may be eligible when approved by the RD. The staffing for the DFO and for the continuing management of the Hazard Mitigation grants must be submitted within five days of the opening of the DFO.
4. The salaries for continuing management of the Hazard Mitigation grants must be approved in advance by the RD. The state must submit a staffing plan in advance of the requirement.

M. Appeals

1. The grantee may appeal any determination made related to federal assistance. Appeals will be filed in accordance with 44 CFR 206, Subpart N – Hazard Mitigation Grant Program.
2. An applicant or subgrantee may file, with the grantee, an appeal of any determination previously made related to federal assistance for an applicant or subgrantee.
3. Appeals filed by applicants or subgrantees must be in writing and supported by sufficient documentation (new and compelling information) justification to allow the GAR to make a determination of validity and make a decision on the first appeal
4. After review by the SHMO and GAR, if the appeal appears valid, the letter will be processed and forwarded to FEMA for review and determination.
5. If the SHMO, GAR, or FEMA deny the appeal, the actions outlined above in paragraphs 2 and 3 above will apply to any second appeal. The second appeal should include new or expanded information to support the need for a second appeal. The second appeal must be made within 60 days of the decision. The decision on the second appeal, whether made by the SHMO, GAR, or FEMA is final.

AUTHORITIES AND REFERENCES

A. Federal

1. Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended, Sections 404 and 409).
2. Public Law 93-234, as amended, Flood Disaster Protection Act of 1983.
3. Single Audit Act Amendment of 1996.
4. FEMA Regulations, 44 CFR, Part 206, Subparts M and N.
5. FEMA Regulations, 44 CFR, Part 13, Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Governments.
6. FEMA Regulations, 44 CFR, Part 14, Administration of Grants: Audits of State and Local Governments.
7. Executive Order 11988, Floodplain Management.
8. Executive Order 11990, Protection of Wetlands.
9. Executive Order 12612, Federalism.
10. Executive Order 12699, Seismic Safety of Federal and Federally Assisted or Regulated New Building Construction.

11. Executive Order 12898, Environmental Justice.
12. Office of Management and Budget Memorandum, Nonstructural Flood Protection Measures and Flood Disaster Recovery, July 10, 1980.
13. Interagency Agreement for Non-Structural Damage Reduction, December 15, 1980.

B. State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. Code of Virginia, Title 10.1, Chapter 6, Article 1.1, Section 10.1-603.1 through 10.1-603.8: Flood Prevention and Protection Assistance Fund.
3. Code of Virginia, Title 10.1, Chapter 6, Article 6, Sections 10.1-658 and 10.1-659.
4. Commonwealth of Virginia Emergency Operations Plan, Basic Plan, as amended.
5. State Coordinating Officer Toolkit, FEMA, December 1996.

DEFINITIONS

Applicant – A state agency, local government, or eligible private nonprofit organization, Indian tribes, or authorized tribal organizations submitting an application to the GAR for assistance under the Hazard Mitigation Grant Program. An applicant becomes a subgrantee upon receipt of financial assistance.

Application – Refers to the initial request for Section 404 funding, as outlined in Section 206.436 of Federal 404 Regulations.

CFR – Code of Federal Regulations.

Declaration – An announcement of a Presidential determination that a natural catastrophe or other occasion or instance has occurred which requires federal assistance to supplement the Commonwealth and local efforts and resources to alleviate the damage, loss, hardship, or suffering caused thereby.

FEMA – Federal Emergency Management Agency.

FEMA-State Agreement – A formal legal document stating the understandings, commitments, and binding conditions for assistance applicable as the result of the major disaster or emergency declared by the President.

Governor's Authorized Representative (GAR) – The individual empowered by the Governor to represent him/her in activities related to the implementation of Public Law 93-288 and in ongoing state disaster/emergency preparedness, response, and hazard mitigation activities.

Grant – An award of financial assistance. The total amount eligible for the grant shall be based on 15 percent of the estimated total federal assistance provided under Sections 403, 406, 408, 410, 416, and 601 of the Stafford Act.

Grantee – The government to which a grant is awarded and which is accountable for use of the funds provided. The grantee is the entire legal entity even if only a particular component of the entity is designed in the grant award document. For purposes of this plan, the Commonwealth of Virginia is the grantee.

Hazard Mitigation - Any action taken to reduce or eliminate the long-term risk to life and property from natural or technological hazards.

Hazard Mitigation Grant Program (HMGP) – The program authorized under Section 404 of the Act which may provide funding for certain mitigation measures identified through the evaluation of hazards conducted under Section 409 of the Act.

Hazard Mitigation Plan – The results of a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society including the actions needed to minimize future vulnerability to hazards, as required under Section 409 of the Act.

Hazard Mitigation Plan Update – An update to the existing hazard mitigation plan, which may be accomplished either by updating the status of mitigation actions with the existing plan, or by expanding the existing plan to address additional hazards or mitigation issues.

Hazard Mitigation Survey Team (HMST) – A joint FEMA/state survey team activated following a disaster to quickly identify opportunities and issues to be addressed in the Section 409 Hazard Mitigation Plan.

Interagency Hazard Mitigation Team (IHMT) – A team of representatives of federal agencies, state agencies, and local government that is activated following disasters to exchange information and coordinate government mitigation activities.

Letter of Intent – A form letter indicating applicant’s interest in participating in the Hazard Mitigation Grant Program. The form is distributed by VDEM at the mitigation specific applicants’ briefing.

Local Government – Any county, city, township, or other political subdivision of the Commonwealth of Virginia.

Local Hazard Mitigation Officer (LHMO) – The local government employee assigned to coordinate activities of the local hazard mitigation team relative to a Presidential disaster declaration or state/local emergencies.

Local Hazard Mitigation Team (LHMT) – A team of individuals selected by local governments impacted by the disaster to assist state Hazard Mitigation Team with hazard mitigation activities in their areas.

Measure – A term used interchangeably with the term “project” to identify any mitigation action taken or proposed to reduce risk of future damage, hardship, loss, or suffering resulting from disasters.

Major Disaster – Any natural catastrophe (including any hurricane, tornado, storm high water, wind driven water, tidal wave tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss hardship, or suffering caused thereby.

Mitigation Strategy – A document developed immediately after the disaster declaration by the State Hazard Mitigation Officer, in consultation with the State Coordinating Officer that identifies mitigation priorities for the 404 Hazard Mitigation Grant Program and for other hazard mitigation activities implemented in the declared area(s).

National Flood Insurance Program - The NFIP is a Federal program enabling property owners in participating communities to purchase insurance as a protection against flood losses in exchange for State and community floodplain management regulations that reduce future flood damages. Participation in the NFIP is based on an agreement between communities and the Federal Government. If a community adopts and enforces a floodplain management ordinance to reduce future flood risk to new construction in floodplains, the Federal Government will make flood insurance available within the community as a financial protection against flood losses. This insurance is designed to provide an insurance alternative to disaster assistance to reduce the escalating costs of repairing damage to buildings and their contents caused by floods.

Natural Disaster – Any natural catastrophe, including any hurricane, tornado, storm high water, wind driven, tidal wave, tsunami, seiche, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, or drought.

Pre-application Form – A standard form which provides basic details about the applicant, description of the project and estimated cost. The form is used to initially screen the potential projects for eligibility for the Hazard Mitigation Grant Program.

Private, Nonprofit Organization – Any nongovernmental agency or entity that currently has

- a. An effective ruling letter from the U.S. Internal Revenue Service granting tax exemption under Section 501(c), (d), or (e) of the Internal Revenue Code of 1954 or
- b. Satisfactory evidence from the state that the organization or entity is a nonprofit one organized or doing business under state law.

Project – Used interchangeably with the term “measure.”

Regional Director (RD) – A director of the regional office (Region III) of FEMA, or his/her designated representative.

Section 409 Hazard Mitigation Plan – The State Hazard Mitigation Plan that is required as a condition of receiving federal disaster assistance under Section 409 of Public Law 93-288, as amended. The Section 409 Plan is the basis for the identification of measures to be funded under Section 404. The State Hazard Mitigation Plan is also an annex of the State Emergency Operations Plan and is promulgated to all state agencies and local governments.

Section 409 Projects – Projects proposed by eligible applicants through the State Hazard Mitigation Officer and Team to FEMA for implementation following a Presidential Disaster Declaration.

Standards – Codes, specifications, or standards for the construction of facilities, to include legal requirements for additional features. Such standards may be different for new construction and repair.

State Administrative Plan for the Hazard Mitigation Grant Program – This plan, developed by the state, which describes the procedures for administration of the Hazard Mitigation Grant Program.

State Hazard Mitigation Officer (SHMO) – The individual designated by the GAR as the responsible individual on all matters related to the Section 404 Hazard Mitigation Grant Program, the Section 409 Hazard Mitigation Planning Program, and the coordinated State Hazard Mitigation Planning Program.

State Hazard Mitigation Plan – As an annex to the State Emergency Operations Plan, the hazard mitigation plan is used as a means of identifying natural and assessing risks across the state. It is also the means of identifying and assessing hazard mitigation opportunities that will reduce the threat to people and property. Following Presidentially-declared disasters, this plan will coincide with the Section 409 Plan and fall under its authorities and responsibilities.

State Hazard Mitigation Program - An ongoing program involving a coordinated effort of most state agencies to reduce the risks to people and property from natural hazards. During and following periods of Presidentially-declared disasters, this program will coincide with

activities required under Sections 404 and 409 of Public Law 93-288 and the associated FEMA federal regulations.

State Hazard Mitigation Committee – A group of individuals appointed by the directors of state agencies with hazard mitigation responsibilities or programs who will assist with hazard mitigation activities related to Sections 404 and 409 of Public Law 93-288 and to other ongoing activities of the state Hazard Mitigation Program.

Subgrant - An award of financial assistance under a grant by the Grantee to an eligible Subgrantee. The Subgrant is a cost-share award providing 75 percent of the estimated costs of a hazard mitigation project from federal sources. The 25 percent nonfederal share may be provided by the state, the local government, the Subgrantee, or other source.

Subgrantee – The government or other legal entity to which a Subgrant is awarded and which is accountable to the Grantee for the use of the funds provided. Subgrantees can be a state agency, a local unit of government, a private nonprofit organization that provides essential government services, or Indian tribe as outlined in Section 206.433 of Section 404 Federal Regulations.

Supplement – The request that the state submits to FEMA to add or modify measure(s) for which Section 404 funding is requested, as outlined in Section 206.436. The application plus all supplements identify the total number of measures for which funding is requested.

VDEM – Virginia Department of Emergency Management.

Virginia Uniform Statewide Building Code - The Virginia Uniform Statewide Building Code (USBC) contains the building regulations that must be complied with when constructing a new building or structure or an addition to an existing building, maintaining or repairing an existing building, or renovating or changing the use of a building or structure.

HAZARD MITIGATION FLOW CHART FOR DISASTER FIELD OFFICES

